**Mariam Boyd School**

**GRADE LEVEL/PLC MEETING**

Please develop a plan of action every **two weeks** in each subject area:

**STEPS:**

**1.** Determine Instructional Focus

**2.** Determine a Measurable Goal for the students

**3.** Develop a Common Assessments similar to the EOG/or non-computerized assessment.

(*Please turn in a copy of your common assessment to the principal for approval prior to administering it.)*

**4.** Complete Instructional focus data form and discuss results and plan of action after the assessment.

**\*Steps 1-3** (to be completed at initial grade level meeting)

**\*Step 4** (to be completed after the first assessment is administered.

Goal: (\_\_\_\_ % Passing)

**GRADE:**  **DATE:**

|  |  |  |
| --- | --- | --- |
| **Subject:** Reading | **Subject:** Math | **Subject:** Science |
| Instructional Focus: | Instructional Focus | Instructional Focus |
| Measurable Goal: | Measurable Goal: | Measurable Goal: |

How did you determine the instructional focus?

When will you turn in a copy of the assessment? Date\_\_\_\_

When will you assess the students? Date\_\_\_\_\_

|  |
| --- |
| Comments: |
| Notes: |